

HOPWA Technical Notes and Other Errata on Performance Reports

Please use this guidance in conducting data collection and evaluation of HOPWA programs under the new HOPWA reporting forms, issued earlier this year. These provide comments on instructions and interpretations of reporting elements.

Questions on these matters may be directed to the Office of HIV/AIDS Housing at HOPWA@hud.gov

HOPWA Annual Progress Report

Measuring Performance Outcomes (form HUD-40110-C, Revised 1/2006);
technical notes updated 5/4/06

Page 3

Definitions of *At Entry or Continuing* and *At Exit or Continuing*. While the two terms sound similar, the intent was to denote a housing status or assessment of clients *At Entry or Continuing from prior year*, and then to compare their housing status or assessment at the end of the grantee's operating year (or when the client left program support during that year). Grantees should read definition for *At Exit or Continuing* as meaning the household is expected to continue to receive the HOPWA support in the grantee's next operating year.

Page 7

Correct a term in item b. Special Needs, to use the term *Individuals Served with Housing Assistance* for consistency with the instruction. This is also done for item c. Prior Living Situation in the column heading.

Page 9

Clarify that leveraging can include resident rent payments from TBRA programs as well as housing facility projects, see item 5. Resident rent payments in facilities *and/or Rental Units*

Page 10

In rows 4 and 10, black-out and not use the final cells in the Adjustment to eliminate duplication, for Amount of Leveraged Funds Expended of this table.

Edit column headings above row 9a for consistency edit the final cell to read, Amount of Leveraged funds *Expended*

If the same unit is assisted with HOPWA and non-HOPWA funds – Enter the unit under both HOPWA and non-HOPWA columns

Page 11

For rows 12-21, the column headings continue from the prior page and can be added.

Between rows 13 and 14, a row could allow for an *Adjustment to eliminate duplication*

Page 12

Refer to Housing Stability Worksheet in Appendix

Page 13

Access to Care and Support should be assessed for all households who benefit from HOPWA

housing support, as noted in the title of the instruction, not limited to the type of service received. In addition, if a client is only benefiting from a type of supportive service, i.e. their housing is addressed from some other sources, these also would be assessed in this section, but under the chart in item c. The revised instructions are to read:

a Support in conjunction with HOPWA-funded Housing Assistance. Please report on the access to care and support for all households receiving HOPWA housing assistance. Report on the household status at program entry (or beginning of operating year for households continuing from previous year) and program exit (or end of operating year for households continuing services in the following operating year), if eligible individual living with HIV/AIDS accessed services.

Edit column headings to clarify the term continuing in the two contexts: At Entry or Continuing *from prior year*; At Exit or Continuing *to next year*.

The effectiveness of data collected in item b. income table will be reviewed and may be deleted in future editions of this report.

Page 14

For the chart in item c. the column headings would apply to persons receiving HOPWA supportive services (not housing as noted in the instructions) and should read Number of Households receiving *HOPWA-funded Supportive Services*

Edit column headings to clarify the term continuing in the two contexts: At Entry or Continuing *from prior year*; At Exit or Continuing *to next year*.

Page 16

In the row below row a. the heading is corrected in referring to the total *number of Households*

Between rows q. and r., a row could allow for an *Adjustment to eliminate duplication*

In row s. black-out the first cell, as no household data is needed for Resource Identification activities (just funds expended in this chart).

Page 17

In item 1. TBRA, re-title row e. as row d.

In item 2. Short-term Rent, Mortgage, and Utility Assistance, for row b. report on the number of households assisted (from line a), that received mortgage assistance as a homeowner assisted with mortgage costs along with any utility assistance.

Page 18

In the second chart, item 1b. Capital Development of Projects Only, one item was determined to not be needed data and no information needs to be collected under the column International Building Code Compliant – this idea was dropped from the standard CPD reporting framework

The last column heading refers to HOPWA: Number years of affordability *for HOPWA-funded units*. For example, new construction of a 5-unit residence, would mean 50 years of affordability, as there is a ten-year required use period on this type of activity.

Page 19

Note in reporting data, a community residence cannot be a single family home occupied by one household. The program definition requires that these *...shall be a multi-unit residence designed for eligible persons...[to provide a]...lower cost residential alternative to institutional care and to prevent or delay the need for institutional care [or] to provide a permanent or transitional residential setting with appropriate services that enhances the quality of life for individuals who*

are unable to live independently.

Clarify leasing references in row: d to include Units leased by project sponsor; *Master-leased* or Project-based rental assistance units

Page 20

Edit row: c Master-leased or Project-based rental assistance or Rental subsidy for a unit owned (or leased) by another agency.

Page 22

In row a. note that total *number of Households* receiving services may differ from numbers reported by type of service as the nature of the assistance differs by household any many household may receive more than one type of support.

Between rows q. and r., a row could allow for an *Adjustment to eliminate duplication*

Page 23 Note the Worksheet has been replaced. See attached guidance

Worksheet on Determining HOPWA Outcomes—Assessing Stable and Temporary Housing Results, updated 5/4/06)

<p><u>HOPWA Consolidated Annual Performance Evaluation Report</u> <u>Measuring Performance Outcomes</u> (form HUD-40110-D, Revised 1/2006); technical notes updated 5/4/06</p>
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Page 5

The first rows, 1-4, are to be covered by a Column Heading as *Housing Subsidy Assistance*

Reword row 2 as *Facility-based units that receive operating subsidy: Number of households supported*

Reword row 3 s *Facility-based units developed with capital funds and placed in service during the operating year: Number of households supported*

After row 4, a row in the Housing Subsidy Assistance section could allow for an *Adjustment to eliminate duplication* and row 7 could be deleted.

Delete a word *households* from the after row 7, to read: Total unduplicated number of units of housing assisted

After row 11, a row in this section could allow for an *Adjustment to eliminate duplication*

In the title above row 12 delete the words *Housing Development*, to read Administration, and Management Services

Page 7

Access to Care and Support should be assessed for all households who benefit from HOPWA housing support, as noted in the title of the instruction, not limited to the type of service received. In addition, if a client is only benefiting from a type of supportive service, i.e. their housing is addressed from some other sources, these also would be assessed in this section, but under the

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Worksheet on Determining HOPWA Outcomes—Assessing Stable and Temporary Housing Results,(updated 5/4/06)